

Missouri Customized Training Program



*Summary of
Policies and Procedures*

TABLE OF CONTENTS

Division of Workforce Development Referral

Introduction

What is Customized Training?

DESE

Getting Started

Company Eligibility & Funding

Eligible & Ineligible Classroom Training Costs

Implementation

Applying for Customized Training Funding And Approvals

Reimbursement Process

Responsibilities

Reporting Requirements (and De-ob)

Other: Project Revisions, Consortiums

TABLES

Overview of Party Responsibilities

ATTACHMENT

Definitions

Division of Workforce Development Contact Information

The following information is a summary of policy and procedure for DESE's Customized Training Program. For specific administration information regarding [DWD Customized Training](#) please see contact information at the bottom of this page.

What is Customized Training?

A Customized Training program is defined as a program having met all of the following criteria:

- Varies in content, length, schedule, and/or teaching methods from existing day or adult evening school programs.
- Specifically designed for an employer (or consortium training - a small group of employers within reasonable geographic proximity and who agree to participate in a joint program).
- Individuals participating in customized training classes are employed full-time (35 hours per week) by the company submitting the proposal. For the only exception, see *Pre-employment Training*.
- The skills for competencies taught in a customized training program are directly applicable to current job requirements or established criteria for advancement with participating employers.
- Customized Training programs are of a "one-time" nature. Periodic recurring training programs (e.g. training for seasonal employment or annual product changes) are not eligible for customized training assistance.

Getting Started – DESE

COMPANY & TRAINEE ELIGIBILITY & FUNDING

Companies classified as new, expanding, or retraining according to the following criteria are eligible for Customized Training funds through the Department of Elementary and Secondary Education (**DESE**). This funding is primarily designed for manufacturing interests. Other firms may be considered on a case-by case basis.

NEW: New firms require training as the result of hiring a new workforce. A new firm is defined as:

- an establishment conducting business in the private sector
- a result of relocation or startup of a new business

A firm is considered “new” if the sponsoring firm is located in a separate facility and administered under separate management. The purchase of an existing business is not considered a “new firm”.

Workforce must be employed/hired prior to funding consideration/approval. (Exception: [“Pre-employment” training](#), see definition)

EXPANDING: Expanding firms require training as a result of expansion of their facility or workforce. An expanding firm is defined as:

- an established private sector Missouri business which is increasing employment and/or making a substantial investment in Missouri

Firms which hire seasonal/temporary employees and firms recalling laid-off employees are not considered “expanding”.

RETRAINING: Existing firms require training as a result of new products, services, technologies, or productivity requirements without creation of net new jobs. An existing firm is defined as:

- An established private sector Missouri business which requires training of current employees due to new products, services, technologies, or productivity requirements, as well as training for skills which are required to support, and which result from new capital investment.

Funding:

From DESE, the maximum reimbursement for a project in any one fiscal year is \$50,000.

DESE does not fund training provided to temporary/seasonal employees or part-time employees (less than 35 hours/week).

DESE's normal reimbursement rate is a maximum of 50% of approved and eligible expenditures (Exceptions: [Needs Assessments](#) and [First Year Consortiums](#))

ELIGIBLE & INELIGIBLE CLASSROOM TRAINING COSTS

The Missouri Customized Training Program through the Department of Elementary and Secondary Education (DESE) may provide full or partial funding assistance for classroom training expenses above and beyond a company's normal training needs.

| COST | ELIGIBLE | INELIGIBLE |
|--|---|------------|
| Instructional Salaries based on hours of actual instruction. | X | |
| Instructional Design & Development (includes preparation time) | X | |
| Fringe Benefits (for Instructors directly employed by LEA – Local Educational Agency) | X | |
| Travel Expenses (Mileage for LEA Instructors.) | X | |
| Supplies | X | |
| Company Needs Assessment | X | |
| Vendor Training (on specific equipment or customized computer programs utilized by production employees) | X | |
| Pre-employment Training | X | |
| Computer Training (When directly applicable to the production process. Training for office and support staff is not eligible) | X | |
| -Job Aids -Videos -Technical Manuals | (If directly related to the production process. DESE will not update materials developed with DESE funding within the last 3 yrs.) X | |

| | | |
|--|---|---|
| OSHA/Safety Related Training | | X |
| Other Training subjects whose implementation is considered a normal operating cost of doing business. <i>(Such as Right-to-Know, Sexual Harassment, Environmental Compliance, forklift, etc.)</i> | | X |
| Company Orientation | | X |
| Basic Skills Training <i>available through short term adult education or</i> Classes available in a normal adult-education catalog <i>or ABE.</i> | | X |
| Training Focused on Senior Level Management | | X |
| <u>Equipment</u> (LEA only -within very specific guidelines) | X | |
| Equipment or Software purchased for company | | X |
| Trainee Wages | | X |
| Vendor or Company Employee Travel Expenses | | X |
| Costs Exceeding equivalent LEA services **** | | X |

Curriculum Development & Instructional Salaries are accounted for on an hourly basis. Reimbursable hourly rates should reflect ACTUAL hourly rates, before fringe or benefits. Reimbursement is processed at 50% of the hourly rate, up to current program limits.

Full reimbursement of instructional salaries is based on a student-to-instructor ratio of 10-to-1. Reimbursement may be pro-rated for smaller groups.

Existing common subject matter curriculums such as SPC, TQM, and Leadership Skills must be used whenever possible. Development costs will be limited to activities needed to customize existing curriculum to the company.

Supplies meet one or more of the following conditions:

- It is consumed in use or loses its original shape or appearance with use.

- It is expendable. If the article is damaged or some of its parts lost or worn out, it is usually more feasible to replace it with an entirely new unit, rather than repair it.
- It is an inexpensive item, having characteristics of equipment, whose small unit costs makes it inadvisable to capitalize the item.
- It loses its identity through incorporation into a different or more complex unit or substance.

Company Needs Assessments Assessment may be approved at 100% reimbursement rate, up to a \$5,000 maximum, once every 3-5 years, per project. Smaller amounts may be reimbursed for ongoing assessment.

Vendor training will be approved at a dollar amount equivalent to the LEA, if the LEA is able to provide training at the same level of expertise and at a more cost effective rate. The company may be asked to document why it believes the LEA is not qualified to perform the work.

Pre-employment Training

Pre-employment training is eligible if:

- The employer requires potential employees to possess certain entry level skills prior to employment;
- The potential employees are willing to invest time without pay to acquire the entry level skills; **AND**
- Potential employees understand the employer is not obligated to hire them if the level of skills required is not obtained.

The guidelines for pre-employment training programs are as follows:

- The program will be identified with the LEA.
- Instructors will be employed by the LEA. When a firm is providing instructors, a binding service contract will be executed between the school and employer for the services of these individuals.
- The associated school will be responsible for recruitment, enrollment, and placement.

Activities designed to assess the skills or aptitudes of individuals applying for employment with an eligible firm may be provided as long as those activities are short term in nature.

Administration Costs

Administration Costs Reimbursement:

Administration is customarily approved and reimbursed to the LEA at 15% of the actual allowable reimbursement, as processed on FV-2s submitted. This amount is based on a combination of Direct and Indirect Administrative Costs, as identified further below.

Anticipated administrative costs should be included as a line item and added into the "Total Expenditure" on FV-2's submitted.

Eligible Direct and Indirect Administration Costs:

DESE reserves the right to request documentation or submission of Administrative Costs, figured as follows:

Indirect Administration will be reimbursed in accordance with DESE approved restricted indirect cost codes. Indirect Administration is calculated by multiplying the educational institution's approved restricted indirect cost rate by the project reimbursement amount determined by DESE.

Direct costs of administering and supervising a customized training project will be reimbursed on a line item basis. **Direct Administration** costs may include:

- Postage
- Staff time procuring materials, equipment, or service for Customized Training Program
- Staff time negotiating proposal with company and DESE staff
- Time spent on-site monitoring and supervising Customized Training Program
- Staff time spent preparing required reports to company, LEA, and DESE
- Direct clerical support to Customized Training project
- Advertising
- Mileage for travel related to administrative duties
- Staff time interviewing and selecting staff for training program

In no case may a combination of indirect administrative and direct administrative and supervisory costs be approved which exceed 15 percent of the total costs of implementing a customized training project.

LEA staff receiving partial or whole salary reimbursement from DESE will only be reimbursed for overload time; the time above and beyond an individual's regularly assigned duties for which the LEA is receiving reimbursement. (i.e. salary reimbursement for Customized Training responsibilities, can not come from the same 2 or more DESE funded budgets.)

Equipment eligibility:

Equipment purchase funding is available only for LEAs. Such funding may be available on a limited basis, depending on availability at the end of each Fiscal Year.

- LEA Training-related equipment is defined as non-consumable supplies with a unit cost in excess of \$200.
- Training-related equipment may be leased or rented with prior approval of the state Customized Training Staff.

Such equipment purchase requests must be made in writing to DESE and must include:

- ⇒ A statement of need relating purchase to either a specific project objective or industry demand.
- ⇒ A plan outlining how the equipment will be utilized in future customized training projects and/or existing full-time vocational programs.

⇒ An FV-4 and FV-2 with attached invoices for specified equipment, dated prior to the end of the current Fiscal Year.

All such equipment must be maintained on the LEA inventory per current DESE policies and procedures.

Implementation – DESE

APPLYING FOR CUSTOMIZED TRAINING FUNDING AND APPROVALS

Applying for Classroom Training Funds

⇒ **LEA's must meet End of Year (EOY) reporting requirements** for previous Fiscal Year's Customized Training funding. LEA and Company history of EOY performance is considered in funding decisions. Non-compliance may result in delays of funding decisions.

The application process for Customized Training funds through DESE includes submission of the following:

⇒ **Employers Request for Training (ERT)**

⇒ **Classroom Skill Training Proposal**, which includes:

- * Company/LEA Information Sheet
- * Project Goal Statement
- * Component Description Page (for each training component submitted)
- * Budget Detail
- * Vendor Worksheets if applicable
- * Agreement for Services to Be Provided (*signed)

⇒ **FV-4 (Form Avail.)** (Signed Original)

*Requires signature of Company CEO, President, or Plant Manager. Other Signatures will require a letter of Company authorization

*The application will not be considered until **all** items are received.* Once these items have been screened for completeness and accuracy, DESE's Customized Training staff will make a funding decision.

Funding / Approval Considerations: Customized Training is a project-driven program. Various factors are considered when reviewing projects for funding. Each project is unique. Some of these factors include:

- ⇒ Merit of the Proposal (see **Proposal Suggestions**)
- ⇒ Company's funding and expenditure history, as well as final reporting history (How long with program? Have funds been utilized?)
- ⇒ Receipt Date of Project (except during the submission period May 15 – June 30)
- ⇒ Availability of Funds
- ⇒ Classification (new, expanding, retraining)
- ⇒ Eligibility of: company, job categories receiving training, and type of training
- ⇒ Supplemental LEA input

Proposal Suggestions: Training proposals should contain as many of the following characteristics as possible.

PLANNING:

DRAFT @ 11/6/01 – DESE Summary – Web Version

- ⇒ Desired training is clearly defined
- ⇒ Contains supporting data or needs analysis
- ⇒ Outcomes are clearly defined and measurable
- ⇒ Reason(s) for training is (are) clearly defined
- ⇒ Gap analysis has been conducted

EXECUTION:

- ⇒ Training supports specific business objectives
- ⇒ Training is aligned with performance objectives
- ⇒ Training success is linked to learning objectives
- ⇒ Training is aligned with company processes
- ⇒ Training reflects workplace requirements (directly related to job tasks)

ASSESSMENT:

- ⇒ Success of skill transfer will be measured
- ⇒ Contains plans to evaluate employee satisfaction
- ⇒ Contains plans to measure training impact on the organization
- ⇒ Specific objectives are measured

COMMITMENT:

- ⇒ Evidence of top management support (Letter of support from Plant Manager or CEO is recommended)
- ⇒ Training is part of company's quality or long-term training plan
- ⇒ Detailed plan for training reinforcement, follow-up
- ⇒ Documentation indicates company has a history of supporting training in years when they have not received state funding

CREATIVITY:

- ⇒ Innovation approach to training designed to increase effectiveness
- ⇒ Manufacturers working creatively together to solve common problems

Approvals

Project Proposals will be accepted beginning May 15 and will be approved beginning July 1. During the period May 15 – June 30, funding considerations are not based on date of receipt. After July 1, date of receipt will be a factor in review and approval of projects.

Approval letters will be sent to the LEA. Approval letters will outline eligible components or line items and may include maximum spending caps on individual line items or training costs.

The approved funding amount may not cover all approved costs. It is the responsibility of the company and the LEA to determine how the funds are to be distributed, between approved components. Reimbursements will be made in accordance with the eligibility and reimbursement policies and procedures.

The approved reimbursement percentage is applied to **each** eligible training cost. (DESE normally reimburses at a maximum rate of 50% of eligible training expenditures.)

REIMBURSEMENT PROCESS

The Reimbursement process for DESE is as follows:

- ⇒ Requests are submitted to DESE on an official [FV-2 Form \(Form\)](http://www.dese.state.mo.us/divvoted/forms/.htm) . The FV-2 must include an original signature and date. These forms are available at DESE's website - <http://www.dese.state.mo.us/divvoted/forms/.htm>
- ⇒ Requests should be submitted monthly, when training is occurring.
- ⇒ Upon receipt of the completed FV-2 form and **documentation**, from the LEA, DESE will authorize reimbursement in accordance with the approved training proposal.
- ⇒ The FV2 should summarize the total of each spending category (instruction, development, administration, etc.), for each project seeking reimbursement. Administration should be included in the "Total Expenditure" figure. If DWD reimbursement is requested, match should be listed by project and included in the "Total Expenditure" figure.
- ⇒ A date range summary, by project, of training dates for which reimbursement is requested should appear on the FV2.
- ⇒ Depending on project funding, there should be an indication of whether payment is anticipated by DESE, DWD, or both agencies. This indication should be on the FV-2. It may also be included with accompanying documentation if the LEA uses a spreadsheet format.
- ⇒ Documentation for training expenditures must accompany the FV2.
- ⇒ Processing through the last *business* day of any particular month, (as determined by Vocational Finance), is reimbursed to the LEA around the 25th of the following month.
- ⇒ Payments are sent to the LEA's central finance office. The LEA's customized training contact should make internal arrangements to coordinate project reimbursement information (their FV2s and DESE FV2 Print-screens), with the LEA's central finance office.
- ⇒ DESE will send a print-out to the LEA detailing all payments made year-to-date (YTD). It is the LEA's responsibility to review the print-out in a timely fashion to ensure reimbursement is correct so adjustments may be made if necessary.
- ⇒ DESE **will not** accept FV-2 forms for the previous fiscal year after a pre-determined date established annually by DESE.

Documentation:

The following documentation must **accompany the FV-2**.

- Dates of training, by component. Please list dates or use a specific date range.
- Corresponding training component number.
- Salary reimbursement requests must include:
 - ⇒ Instructor name (LEA or Company),
 - ⇒ Social Security number (LEA or Company Instructor), and
 - ⇒ Number of hours multiplied by actual dollars paid per hour.
- ⇒ Vendor training must clearly indicate Instruction and Development hours, rates, and dates of service. Flat rate consulting fees cannot be reimbursed. Vendor training which is tuition or per/person based must clearly indicate number of trainees, number of days (8 hours), and cost per person.
- ⇒ Supplies must clearly indicate per item or per/participant rates. A one or two word description is helpful. (“books”, “copies”, “manuals”, etc.)
- ⇒ Travel Expenses may be paid to the LEA used to provide project training. Travel should be documented by No. of Miles X Cost/Mile. Mileage rates are based on the project LEA’s existing policy or the current State mileage rate, whichever is less. Travel expenses are not allowed for vendor or company trainers.
- ⇒ **All training expenses must be accompanied by an invoice marked paid or referencing a check number.** This includes vendor services.
- ⇒ LEA equipment reimbursement must be accompanied by:
 - ⇒ Serial number
 - ⇒ Check number
- ⇒ The following documentation must be **maintained in the LEAs files**:
 - ⇒ Instructional salary information to include Social Security number, time sheets, and payment records.
 - ⇒ Receipts for supplies.
 - ⇒ Receipts from service provider for services rendered.

Responsibilities – DESE

REPORTING REQUIREMENTS

The deadlines listed are **minimum reporting requirements** for DESE's Missouri Customized Training Program. Monthly submissions should be made for training expenditures.

The company must meet the criteria below, otherwise, their budget will be reduced by the amount due on the given date or a prorated amount based on the amount reimbursed by the specified time. Exceptions are noted.

Involuntary De-Obligation of Funds

1. 50% of the original approved budget is required to be expended, documented, **and received at** DESE by January 31.
2. The remainder of the project approved expenditures should be completed by April 30th and submitted no later than the final receipt date established annually by DESE (May 15th for FY 2003).

This requirement is agreed upon by all parties when the contract is signed. **Failure to meet these requirements will result in the forfeiture of funding. The exception to this policy would be:**

- ⇒ A training schedule **approved as part of the original proposal**, which would prevent training from occurring and reimbursement submissions, as outlined above.
- ⇒ A project approval date after October 1st may preclude training from occurring and reimbursement submissions, as outlined above. In this event, decisions will be made on a case by case basis.
- ⇒ The company (in writing) documents the problem of training not taking place is beyond their control (e.g. new equipment didn't arrive on schedule, construction delays, etc.).
- ⇒ **Exceptions will not be granted** for training delays due to: production schedule not allowing time for training, corporate delays on decisions with regard to training, not enough time to prepare billings, staff or employee turn-over, etc.

Voluntary De-Obligation of Funds

Voluntary De-Obligation of funds is a discretionary policy, dependent upon the current DESE budget environment. The policy is described below. If you have a project, which you believe may fall within these guidelines, please contact DESE staff, to determine current policy status.

In managing a project at the local level, it may become apparent a company's training schedule will not utilize funds, in a manner which meets the 50% spending requirement. This could be due to company refocus of training needs or schedule changes.

Voluntary De-obligation may be an alternative. If the company is agreeable, "voluntary" de-obligation may be requested. By requesting de-obligation in a timely manner, these funds may be re-obligated to projects, which can spend these training dollars, in a more timely manner. If granted, voluntary de-obligation does not negatively impact a company's spending history, unless done successively for several years.

Requirements/Considerations of Voluntary De-obligation:

- All such requests **MUST** be received at DESE, at least 30 days prior to regular de-obligation deadlines. December 31 is the last day voluntary de-obligation requests will be accepted for consideration.

- Voluntary de-obligation requests should be accompanied by a company letter, which clearly demonstrates the company is in agreement with the request and an explanation of the training delays.
- The LEA from which voluntary funds are released will get first consideration for re-distribution of subject voluntary funds; subject to existing need and feasibility-within project needs and DESE budget environment. Funds will not be “held” indefinitely for an LEA who cannot demonstrate project needs, which allow timely re-distribution of program funds.
- Voluntary de-obligation of a project’s funds should be considered final. That is, the company or LEA cannot decide at a later date, that the project needs the funds back just because it was voluntary.

However, a company which requested voluntary de-obligation may request consideration, in the event future funds become available for re-distribution and they can demonstrate their training needs have re-developed.

Companies whose funds were reduced by in-voluntary de-obligation will not be considered for re-distributed future funds, within the same fiscal year.

- Voluntary de-obligation is designed as a project management tool – not an ongoing way of administering program funding. LEAs must still encourage timely completion of projects, for which funding has been approved. Misuse of voluntary de-obligation may impact funding considerations in a negative way.

End of the Year Reporting Requirements

DESE **will not** accept FV-2 forms for the previous fiscal year after a pre-determined date established annually by DESE.

Each company receiving funding assistance through DESE must submit the following:

- ⇒ **Classroom Participant Training Summary form**, ([Form Available](#)) for each project. (Within 10 working days after training is completed or No Later Than July 15th.)
- ⇒ **Case Study** - One per every 10 projects funded with an LEA. (No Later Than July 15th)
- ⇒ **Surveys** (As requested)

Case Studies should be 1-2 pages and include:

- Description of problem/goal addressed by company
- Approach taken to solve problem/ meet goal
- Results
- Model Characteristics

OTHER: PROJECT REVISIONS, TRAINING CONSORTIUMS

Project Revisions

Items included in the original proposal which were not approved may be reconsidered. New components may also be considered.

Requests for additional components should be requested in writing, either for inclusion within the existing project approval amount or for additional funding, if available. Components may be added to a project if one of the following apply:

- ⇒ Additional preliminary training must be done in order for the approved training to be successful, or
- ⇒ New training requested has been identified as higher priority than the approved training, or
- ⇒ All the approved training has been completed,

Additional components may be approved with or without additional funding.

In order for new components to be considered:

- ⇒ A complete description and budget detail must be submitted
- ⇒ An explanation detailing why additional or different training is needed

Training Consortiums

Training Consortiums may be funded by DESE. They consist of several manufacturers, with similar training needs, which are still “customized” from available and established classes.

They should be located in a geographical area, so as to make sharing of training resources reasonable. By pooling resources, effective use of training funds occurs. Experience indicates those consortiums who receive the greatest benefit are those where all members contribute financially and/or by contractual agreement to the project, in addition to DESE funding.

First-Year training consortiums may receive funding up to 70%, depending upon availability of funds. Training Consortiums are project driven. **Their approval will be based on both eligible components and individual company eligibility.**

- ⇒ **An ERT must be submitted for each company in the consortium, by the LEA administering the consortium project - even if that company has already submitted an ERT for an individual training project.**
- ⇒ Proposals for consortiums should include the consortium’s written operating guidelines and list of officers, if any.

X. Overview of Party Responsibilities

D - DESE L - LEA E - Employer

| D | L | E | Responsibility | NOTES |
|----------|----------|----------|--|---------------------------|
| | ✓ | ✓ | Employer will complete the ERT . | |
| | ✓ | | LEA will review the ERT, conduct necessary needs assessment, obtain required documentation of training needs and suggest methods of implementing training strategies which have potential to meet those needs. | |
| | ✓ | ✓ | Employer and LEA will review and approve training strategies and activities including methods of instructional design, identification and selection of instructors or instructional systems, training of instructors, selection of training equipment, supplies and services. | |
| | ✓ | ✓ | Employer and LEA will prepare the Classroom Skill Training Proposal , to be submitted to the State Department of Elementary and Secondary Education (DESE), which outlines the training needs and strategies utilizing DESE's proposal format. | |
| | ✓ | ✓ | Employer and LEA will assess needs for instructional supplies and materials to be utilized in the project and will provide description of quantity and cost of items. | |
| ✓ | ✓ | | LEA will determine the necessity for equipment to be purchased and utilized in the project. Any equipment purchased for the training program, that utilizing State funds, is automatically property of the State of Missouri and will be maintained on the equipment inventory of the LEA and DESE. | |
| | ✓ | ✓ | Employer and LEA will agree to the method of recruitment and selection of instructors. | |
| | | ✓ | Employer will assign trainees to the programs and activities. | |
| | ✓ | ✓ | Employer and LEA will develop methods to evaluate the effectiveness of the training program and will conduct the evaluation. | |
| | ✓ | ✓ | Employer and LEA will jointly review the proposal prior to submission, agree to any changes and sign the proposal for submission. | |
| | ✓ | | LEA will submit the original copy of the proposal to DESE on behalf of the Employer along with the original copy of the ERT and FV-4 forms and Signed Agreement for Services . The Employer and the LEA will retain appropriate copies for their files. | |
| ✓ | | | DESE will review the proposal and make a determination on the specific components and activities to be supported by state funding based on financial resources available. | |
| | ✓ | | LEA will accept funding from DESE, make appropriate expenditures on behalf of the training project and maintain adequate records and documentation of project expenditures. | |
| | | ✓ | Employer will provide documentation of its project expenditures to LEA and request reimbursement for approved items. | Use FV2 – |
| | ✓ | | LEA will document its expenditures on behalf of the training project and request payment from employer for the Employer share of authorized training costs (if any). | |
| | ✓ | ✓ | It is the responsibility of the Employer to turn in receipts in a timely manner so the LEA can meet the funding deadlines set by DESE. 50% of the awarded funding must be expended, documented and submitted to DESE before January 31 or the balance between the expended funds and the amount due will be forfeited. | |
| | ✓ | ✓ | Employer and LEA will supervise and monitor the design, development, delivery and evaluation of training activities authorized by this agreement. Employer and LEA will agree on a procedure for mutual monitoring and supervision of authorized activities. | |

| | | | | |
|---|---|---|---|---|
| | ✓ | ✓ | Employer and LEA will jointly review curriculum required/developed for training activities authorized by this agreement. | |
| | ✓ | ✓ | Records pertaining to projects will be retained for a period of five (5) years or until audited. Such records include participant and fiscal information. | |
| ✓ | ✓ | | DESE and LEA will monitor training activities and services on an ongoing basis in order to assure that approved component activities are implemented in a manner which provides effective learning. | |
| | | ✓ | Employer will forward information to LEA on the number of trainees served by the program including their completion status or progress towards completion. | |
| | ✓ | | The LEA will collect and record the appropriate trainee enrollment data for the project and submit that data to the State Education Agency. | Use Classroom Participant Training Summary Form |
| | ✓ | | All participant information on trainees will be maintained in such a fashion that it can be verified or audited. | |
| | ✓ | ✓ | Employer will forward a one to two page case study outlining the implementation and outcome of the project to the LEA. This report is to include a statistical summary of data (average, min, max, mode, median, sample size, scrap before training-scrap after training) collected from the assessment activities outlined in the training proposal. | |

DEFINITIONS

| | |
|---------------------------|--|
| DED | Department of Economic Development |
| DESE | Department of Elementary and Secondary Education |
| DWD | Division of Workforce Development |
| EXPANDING | An employer who is increasing the size of the company's workforce over the peak employment level of the 365 days prior to the receipt of the application. |
| LEA | Local Educational Agency |
| METROPOLITAN AREAS | The greater Kansas City and St. Louis areas. For Kansas City this includes the City of Kansas City and Jackson, Clay and Platte counties. For St. Louis this includes the city of St. Louis and the counties of St. Louis, St. Charles, Jefferson and Franklin |
| NEEDS ASSESSMENT | Evaluation of employers operation or employees to determine future training needs of the company |
| NEW | An employer who initiates operation in Missouri after the date the application is received. |
| RETRAINING | An employer who requires retraining to upgrade the skills of an existing workforce |
| TUITION | Fee for instruction paid on a per person basis |

**FOR POLICY AND PROCEDURE SPECIFICS REGARDING ADMINISTRATION OF
THE DWD CUSTOMIZED TRAINING PROGRAM, PLEASE SEE
www.ecodev.state.mo.us/wfd/bus_emp/customizedtraining.htm web site**

OR CONTACT:

**MISSOURI DIVISION OF WORKFORCE DEVELOPMENT
MISSOURI CUSTOMIZED TRAINING PROGRAM
PO BOX 1087
JEFFERSON CITY, MO 65102-1087
800/877-8698**